

## city of edmonds development information



# Re-Roof Permit Submittal Requirements

<b>PERMIT REQUIRED:</b>	A permit is required for replacement of roofing or the addition of a layer over existing roofing.
<b>CODE:</b>	International Building Code (Current Edition) International Residential Code (Current Edition)
<b>FEE:</b>	<p><u>Single Family:</u> Flat fee for straight removal and replacement of roof material. When structural changes are required (including replacement or addition of sheathing) the fee is based on valuation of the work. Please refer to City fee schedules.</p> <p><u>Commercial/Multifamily:</u> Fee is based on valuation. Valuation is to be provided by applicant and verified by plans examiner. Please refer to City fee schedules.</p>

### SUBMITTAL REQUIREMENTS:

1. Permit Application. On the application indicate the existing and proposed roofing material (i.e.: wood shake, composition, tile, etc.) and the number of existing layers.
2. When installing a heavy weight roofing material provide the manufacturer's specifications, weight per square and a roof framing plan.
3. When framing members (sheathing, rafters, trusses) are added or replaced, submit a roof framing plan.
4. When insulation is being removed, replaced or added, indicate the existing and proposed R-value of insulation.  
NOTE: the State Energy Code requires that when exterior cavities are exposed they must be insulated to the maximum extent possible.
5. **For Commercial or Multifamily Projects:** Provide all of the above (when applicable) including:
  - a. Existing and proposed color of roofing material and roofing covering classification. NOTE: A change in color must receive Design Board approval or Planning staff waiver. ([See Handout #P7](#))
  - b. If roof mounted mechanical equipment will also be replaced or relocated, a separate mechanical permit is required. ([See Handout #B52](#)) Note: a condition of permit approval can be the screening of existing and replaced roof mounted equipment.
  - c. Compliance to RCW 64.55 for Building Enclosure documents is required unless an exemption can be proven. ([See Handout #B83](#))